

TITLE Deputy Coroner

COR/01-951

DEPARTMENT Coroner

COMPENSATION \$175/Per Case

SUMMARY Assists the Coroner in the investigation of deaths occurring within the jurisdiction as required by law. On call 24-hours per day, seven days per week. Takes rotating call shifts in addition to scheduled office hours.

PRIMARY DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Ability to maintain confidentiality.

Assists with daily office activities. Assists the Coroner in developing and implementing standards, policies and procedures.

Manages investigations to determine cause of death and determine manner of death such as homicide, accidental, suicide or natural. Consults with Coroner on deaths involving investigations by law enforcement agencies. May testify at inquests, grand jury hearings, depositions and court trials.

Reviews and approves all investigative forms, death certificates, state and federal forms and reports.

Conducts death investigations falling under the jurisdiction of the Coroner's Office in accordance with State of Georgia Statutes.

Secures complete medical and legal information necessary for conducting investigations. Assists relatives of the deceased by providing information concerning circumstances of death.

Transports bodies to morgue, autopsy facilities or funeral homes. Assists with autopsies as needed.

SUPERVISORY RESPONSIBILITIES None

QUALIFICATIONS Citizen of the United States; Resident of Fayette County, GA; Registered Voter; Attained the age of 25 years; Has not been convicted of a felony offense or any offense involving moral turpitude contrary to the laws of the state of Georgia, any other state, or the United States.

EDUCATION and/or EXPERIENCE High school diploma or general education degree (GED).

EXEMPT

LANGUAGE SKILLS Ability to read and interpret documents such as medical reports, accident reports and other professional documents. Ability to write routine reports and correspondence. Ability to speak effectively before family members, media, law enforcement authorities, and the general public.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Familiarity with metric measurements.

REASONING ABILITY Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several variables in widely different circumstances.

CERTIFICATES, LICENSES, REGISTRATIONS Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit; and talk; or hear. The employee is occasionally required to reach with hands and arms and stoop; kneel; crouch; or crawl. The employee must occasionally lift and/or move up to 250 pounds without assistance or up to 400 pounds with assistance on level surface, up or down stairs, or over rough ground. Specific vision abilities required by this job include close vision, distance vision, correct color perception, and adequate peripheral vision.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. While performing the duties of the job, the employee is frequently exposed to varying indoor ambient conditions and weather extremes while on the scene of a death. The employee is also exposed to toxic or caustic substances, bio-hazards, moving mechanical equipment, road traffic, x-rays and high, precarious places. Noise levels from quiet to loud may occur as well. The employee may be subject to extended periods without sleep while on rotational call. The employee will be exposed to violent and dysfunctional environments. The employee may work around people under duress and may be subject to verbal and physical confrontations.

ADA COMPLIANCE Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

EXEMPT